



SPECIAL EVENT REQUISITE SHEET

EVENT NAME:

DATE:

CONTACT:

PHONE:

EVENT COORDINATOR:
E-MAIL:

PHONE: FAX:

APPLICANT REQUISITE	TO BETTER HELP YOU PLAN YOUR SPECIAL EVENT, YOU NEED TO CONSIDER THE FOLLOWING	Due Date	Complete
	1. LETTER OF REQUEST – stating the “who, what, when, where, why” and all other pertinent information regarding your proposed event.		
	2. APPLICATION FORM – must be completed, signed and returned with fees		
A: _____ B: _____ C: _____ D: _____	3. *FEES: ALL FEES (EXCEPT ADMISSION CHARGES) A. USER FEES B. CONCESSION FEES- for any items sold (food, beverage, non-food sales) C. GROUNDS DEPOSIT – All grounds must be returned to original or better condition immediately after the event. The deposit will be returned only after all repairs are completed and paid and all fees due are paid. D. ALCOHOL <i>Any fees submitted within 10 days of the event must be in the form of cash, cashiers check or money order</i>		
A: _____ B: _____ C: _____ D: _____	4. *CITY OF HOUSTON PERMITS: A. HEALTH DEPARTMENT PERMIT – required if selling or giving away food/drink items. For more information please call Ms. Carolyn Gray @ (713) 794-9242 or Juan Munguia @ (713) 794-9219 (minimum 7 working days). A health authorization letter is provided by our office. B. PARKING MANAGEMENT – required if you anticipate any curb lane parking (meter bagging and curb lane permitting). For more information please call Mr. Paul Dugas @ (713) 853-8219 or Ms. Sylvia Norris @ (713) 853-8291. C. TRAFFIC MANAGEMENT AND MAINTENANCE – required if you anticipate any street or lane closings. For more information, please call Magda Alanis @ (713) 247-3968. D. TABC PERMIT – required if authorized to sell alcohol. Permit must be pulled within that month. For more information, call (713) 880-3003. Permission to distribute alcohol on City property also requires a letter from the Department Director.		

E: _____ F: _____ G: _____	<p>E. PROPANE PERMIT – required if using propane. For more information call Inspector Richard Galvan at (713) 865-7102 (minimum 2 weeks).</p> <p>If you are using propane during your event for cooking or any other purpose, the Houston Fire Department requires a propane use permit. While the fee is \$250.00 this does not include the standby fees for on-site inspectors required during the operation of your event. Rates per inspector for standby fees are \$280.00 for the first 4 hours and \$62.50 per hour for each additional hour. There will be a \$5.00 administration fee for both the permit and the standby application. The number of inspectors required is based on the complexity of the event. We will facilitate a meeting with the Fire Marshall's Office to finalize these fees if you are using propane.</p> <p>F. SOUND PERMIT – required if using amplified sound. For more information please call Finance and Administration permitting office @ (713) 837-9838. A sound authorization letter is provided by our office.</p> <p>G. OTHER PERMITS – check with our office to see if other permits are needed.</p>		
	<p>5. *SITE PLAN – map must show all structures to be brought on the park site, including portable toilets, tents, booths, stage(s), first aid, etc.</p> <p>A. Schedule site check with event coordinator / Field Operations</p> <p>B. Review of ADA Accessibility</p> <p>C. EC and Producer will do pre-event and post event site check.</p>		
	<p>6. *SECURITY – certified peace officers must be hired by the event producer, based on projected attendance, and APPROVED BY THE HPD SPECIAL OPERATIONS DIVISION. CONTACT SGT. BAILEY @ (832) 394-0052.</p> <p>Name of Security Coordinator: _____ PHONE # _____</p>		
	<p>7. *PARKS AND RECREATION DEPARTMENT REGULATIONS prohibits dogs, amphibians, reptiles and snakes that are considered dangerous. Therefore, we require the ban of all pets. This information must be included on all printed materials (posters, flyers, etc.) press releases, media advisories and on signage at entry points of the festival.</p> <p>No person shall bring into or upon the parks, or have in his/her possession any glass receptacles including but not limited to glass bottles, glass jars, drinking glasses or other glass containers of any kind. The prohibition of glass containers shall not apply to baby bottles, baby food jars, glass-lined vacuum bottles and glass lined picnic beverage coolers.</p> <p>No person shall place, erect or attach any structure, sign, bulletin board, post, pole or advertising device of any kind whatsoever in the parks, or attach any notice, bill, poster, sign, wire, rod or cord to any tree, shrub, fence, railing, post or structure in the parks unless authorized by a special permit issued by any Director.</p>		

	<p>7. (Continued)</p> <p>Amplified sound is allowed at City Hall, Hermann Square and Tranquillity Park on Mondays, Tuesdays, Thursdays and Fridays between the hours 11:00 a.m. and 1:00 p.m., and after 5:00 p.m., with a maximum decibel level of 75 db's. Since City Council is in session on Wednesdays, no amplified sound is allowed until the session is over. The restrictions include sound checks, systems warm ups and any other form of amplified sound productions.</p> <p>State and Federal regulations prohibit the disposal of "gray water" (water used during cooking, cleaning utensils and hand washing) into storm sewers. Your waste disposal contractor may have the special units needed to comply with these regulations in their inventory. If not, we will be happy to provide potential contractors who carry the units.</p> <p>No vehicles are allowed on park properties without prior approval.</p>		
	<p>8. *MEDICAL SERVICES – must be organized by event producer. EMT'S or other certified medical personnel are acceptable. Information regarding certified medical personnel REQUIRED.</p> <p>Name of Provider: _____ Phone #: _____</p>		
	<p>9. *PORTABLE TOILETS – must be obtained by event producer according to projected attendance. Wheelchair accessible toilets are required as well.</p> <ul style="list-style-type: none"> • One per 300 persons #: _____ • 10% must be wheelchair accessible #: _____ 		
	<p>10. *INSURANCE – General liability coverage for one million dollars (\$1,000,000.00) showing the <u>City of Houston as an additional insured and including a waiver of subrogation</u> for all dates of set-up and operation of the event. Please include this information in all insurance documentation.</p>		
	<p>11. *ELECTRICAL SERVICES – any electricity needed (other than what is currently on site) may require Parks Department services and involve cost to you (minimum of two (2) electricians for two (2) hours at an hourly rate of <u>\$28.50</u>/each). Producer must supply all required distribution equipment.</p>		
	<p>12. *PARKING – for sponsors, vendors and attendees must be determined before choosing a park site. Vehicles are not allowed on park property at anytime.</p>		

	<p>13. *CLEAN UP – must be handled by event producer. Ongoing clean up during the event and intensive clean up at close of event is required. Information regarding clean up and removal of trash is REQUIRED.</p> <p>Name of Provider: _____ Phone #: _____</p> <p>At the completion of your event, all components must be removed from the site. A fee of \$250.00 per day will be assessed if all items are not removed by the scheduled load-out date.</p>		
	<p>14. NON-PROFIT ORGANIZATION – must provide government tax ID number if event producer is a non-profit organization.</p>		
	<p>15. *MEDIA – Courtesy review of all printed material (posters, flyers, etc.) press releases and media advisories prior to release.</p>		
<p>A: _____</p> <p>B: _____</p> <p>C: _____</p>	<p>16. ADDITIONAL REQUIREMENTS</p> <p>A. Event Schedule / Entertainment lineup</p> <p>B. Logo include (yes / no)</p> <p>C. Camera Ready Art for Calendar Ad</p>	<p>A. _____</p> <p>B. _____</p> <p>C. _____</p>	

Note: All items highlighted by * denote a potential cost to you, the event producer

*****IMPORTANT: All requisites must be met no later than 30 days prior to your event*****

Please call us if you have any questions.